Format and Guideline for the Preparation of an Annual Environmental Management Report:
SMALL MINE VERSION

This form may be used as an alternative to the format described in the Department's Guidelines to the Mining, Rehabilitation and Environmental Management Process. The form is suitable for mines:

- with less than 4 hectares of total disturbance at any time during the MOP period.
- which do not use dangerous or hazardous chemicals, or store greater than 600 litres of diesel fuel on the mine site
- which do not have or require an EPA pollution control licence, or have a dam prescribed under the Dam Safety Act.
- where the primary environmentally significant issues are erosion and sediment control, and rehabilitation,
- are free of acid mine drainage and possible contamination problems
- without Aboriginal or historic heritage issues

At the discretion of NSW Trade & Investment – Division of Resources & Energy (the Department) the form may be used for some sites which do not meet these criteria.

ANNUAL ENVIRONMENTAL MANAGEMENT REPORTING

Each mine operator in NSW is required to develop a Mining Operations Plan (MOP) that applies current best mining practice to achieve agreed environmental outcomes. Site activities must not be undertaken other than in accordance with an accepted MOP. The publication “Guidelines to the Mining, Rehabilitation and Environmental; Management Process” gives further detail of the context and regulatory framework which guides a MOP.

Progress against the MOP, and environmental performance in general, is reported each year through an Annual Environmental Management Report. The AEMR does not need to repeat information previously documented in the MOP.

Changes of timing or scheduling, and minor deviations from the MOP that occur during the course of mining can be accommodated by annual review without a need to redraft and submit the MOP document.

COMPLETION GUIDELINES

The form may be filled in by hand or typed. A MSword version is available on request.

As this guide applies regardless of the stage in the mine life cycle and the nature of operations, there may be some sections which are not relevant to a specific mine site and may be noted as not applicable.

Completed forms should be sent to your Departmental contact or:
Administration Officer,
Environmental Sustainability Unit
NSW Trade & Investment – Division of Resources & Energy
PLANS REQUIRED

A plan, current at the end of the reporting period, of the same scale and with equivalent information to the plans provided with the MOP must be provided.

Where final rehabilitation outcomes have been further developed since the MOP was submitted or since the previous AEMR, and amended version of the “Final Rehabilitation” plan should also be included with the AEMR. If available, provide photographs to illustrate operations and environmental performance.

All plans must show

• the name of the mine;
• a graphical scale;
• boundaries of leases;
• cadastral information (land ownership boundaries);
• a title block showing the date of preparation of the plan, title and number;
• signature of the person responsible for the plan.

ANNUAL ENVIRONMENTAL MANAGEMENT REPORT FOR SMALL MINES

Title Details

Name of mine ...........................................................................................................

Mining Titles/Leases .........................................................................................Expiry Date ........................

Name of leaseholder ..........................................................................................

Name of mine operator (if different) .................................................................

Postal Address .................................................................................................

........................................................................................................................

........................................................................................................................

Telephone/fax/email ..........................................................................................

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........................................................................................................................

Land Ownership and Land Use Boundaries

Land Owner/Occupier Tenure, Premining landuse
(if the Crown, state agency) (freehold/leasehold)

........................................................................................................................

........................................................................................................................
### Consents and Licences

<table>
<thead>
<tr>
<th>Local Council Area</th>
<th>………………………………………………………………………………………………………</th>
</tr>
</thead>
</table>

Development Consent:  
- granted [ ]
- required but not granted [ ]
- not required [ ]

Do licences granted by other agencies apply to the mine activities?  
- yes[ .......... ]
- no[ .... ]

- EPA [ ........... ]
- NPWS [ .... ]
- NPWS [ .... ]
- Dam Safety [ ... ]
- Other [......]  
……………………………………

### MOP and AEMR Period

- MOP Commencement Date  … ..........................  Completion date (nominal)  .......................
- AEMR Start Date  ....................................  End date  ........................................

### Comments

…………………………………………………………………………………………………………….  
…………………………………………………………………………………………………………….  
…………………………………………………………………………………………………………….  

### Signatures

<table>
<thead>
<tr>
<th>Leaseholder</th>
<th>Environmental Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Mining operations during the reporting period

Describe the operations undertaken and the methods used. Descriptions should supplement information shown on plan 2. Include where relevant:

a) Land clearing;
b) Construction activities;
c) Ore Extraction;
d) Mineral Processing.

<table>
<thead>
<tr>
<th>Topsoil stripped</th>
<th></th>
<th>Cumulative Production (cubic metres)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start of Reporting Period</td>
</tr>
<tr>
<td>Topsoil used/spread</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Rock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product (units)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rehabilitation during the AEMR period
Describe proposed rehabilitation and methods to be used for each rehabilitated area. Descriptions should supplement information shown on the plan. Include, where relevant:
   a) rehabilitated landform, profile, and slopes;
   b) subsoil and topsoil cover thicknesses;
   c) vegetation species, plant/seed density, soil treatment, method of establishment;
   d) agreed post mining land use, or land use options;
   e) passive water management features;
   f) ongoing maintenance requirements

FURTHER DEVELOPMENT OF FINAL REHABILITATION PLAN
Where the final rehabilitation plan has been further developed during the AEMR period, describe progress that has taken place and the stakeholders involved.
Where final rehabilitation outcomes and the strategies to achieve them have not yet been agreed between stakeholders, describe the steps that will be undertaken to progress agreement during the next reporting period.
### TABLE 2: Rehabilitation Summary

<table>
<thead>
<tr>
<th>Cumulative Area Affected (hectares)</th>
<th>To date</th>
<th>Last report</th>
<th>Next Report (estimated)</th>
</tr>
</thead>
</table>

**A: MINE LEASE AREA**

**A1** Mine Lease(s) Area

**B: DISTURBED AREAS**

**B1** Infrastructure area

- other disturbed areas to be rehabilitated at closure including facilities, roads

**B2: Active Mining Area**

- excluding items B3 - B5 below

**B3** Waste emplacements

- active/unshaped/in or out-of-pit

**B4** Tailings emplacements

- active/unshaped/uncapped

**B5** Shaped waste emplacement

- (awaits final vegetation)

**ALL DISTURBED AREAS**

**F1**

**C REHABILITATION PROGRESS**

**C1** Total Rehabilitated area

- (except for maintenance)

**F2**

**DC: REHABILITATION ON SLOPES**

**D1** 10 to 18 degrees

**D2** Greater than 18 degrees

**E: SURFACE OF REHABILITATED LAND**

**E1** Pasture and grasses

**E2** Native forest/ecosystems

**E3** Plantations and crops

**E4** Other (include nonvegetative outcomes)

### TABLE 3: Maintenance Activities On Rehabilitated Land

(This period’s activities and activities proposed in the next reporting period)

<table>
<thead>
<tr>
<th>Area Treated (ha)</th>
<th>Report period</th>
<th>Next period</th>
<th>Comment/control strategies/treatment detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional erosion control works (drains re-contouring, rock protection)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-covering (detail - further topsoil, subsoil sealing etc)</td>
<td></td>
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</tr>
<tr>
<td>Soil treatment (detail - fertiliser, lime, gypsum etc)</td>
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</tr>
<tr>
<td>Treatment/Management (detail - grazing, cropping, slashing etc)</td>
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<td></td>
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<tr>
<td>Re-seeding/Replanting (detail - species density, season etc)</td>
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<tr>
<td>Adversely Affected by Weeds (detail - type and treatment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feral animal control (detail - additional fencing, trapping, baiting etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
METEOROLOGICAL DATA
Summarise collected or local data and describe unusual climate features during the reporting period:

ENVIRONMENTAL PERFORMANCE
For pollution control, erosion control and any other relevant environmental management strategies:

a) state whether environmental control strategies were undertaken as described in the MOP;

b) if the strategy as proposed in the MOP, previous AEMR was not followed, describe the risks the site was exposed to, and the environmental performance implications;

c) review performance outcomes, including a summary and interpretation of monitored data. If useful, append photographs. Monitoring data need not be included but must be available on request;

d) describe initiatives undertaken during the reporting period to improve or further assure acceptable performance;

e) describe initiatives proposed for the next reporting period to improve or further assure acceptable performance.
Complaints and Liaison
Summarise environmental complaints, and community and land occupier liaison.

For further information and contact details see [www.minerals.nsw.gov.au](http://www.minerals.nsw.gov.au)

Telephone (02) 4931 6605   Email minres.environment@industry.nsw.gov.au